



**DISTRICT OF COLUMBIA
Board of Funeral Directors
1100 4th Street SW, Room E300, Washington, DC
Meeting Minutes
Thursday, January 7, 2016**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on Thursday, January 7, 2016, at 1100 4th Street, S.W., Room 300A/B, Washington, D.C. The Board held its Executive Session to discuss applications for licensure, complaints, legal counsel report, budget report, calendar dates, and correspondence.

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The meeting was called to order by Chair Lynn Armstrong Patterson at 10:11 AM

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Board Members Present: Lynn Armstrong Patterson, Randolph Horton, Essita Duncan and E' Lois Waller

Board Members Absent: None

Staff Present: Kevin Cyrus, *Education Coordinator*, Andrew Jackson, *Board Administrator*, Sheldon J. Brown, *Board Administrator*, Asia Dumas, *Investigator*, Kathy Thomas, *Education Coordinator*

Legal Advisor to the Board: Kia Winston

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Agenda Item: Comments from the Public

No comments from the public at this meeting.

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Agenda Item: Review of Correspondence

Board Administrator Sheldon J. Brown presented a model application for membership from the ICFSEB. Administrator Brown urged Board Members to review application and to recommend any modifications by the end of January.

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Agenda Item: Minutes

Upon a motion duly made by Board member E’Lois Waller and properly seconded by Board member Randolph Horton, the Board unanimously voted to approve draft minutes for the December 3, 2015 meeting.

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Agenda Item: Application for Licensure Recommendations

1 New License application approved for Anita Elease Grant.
3 applications for Reciprocity approved for Clyde Orlando Austin, Tristan Reid Welch and Andrew Charles Smeltzer.

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Agenda Item: Budget

There was no budget report reviewed at this meeting.

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Agenda Item: Legal Counsel Report

There was no legal counsel report reviewed at this meeting.

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Agenda Item: Complaints

Michelle Townes vs. Tristate Funeral Service (Milton Tellington) was brought to the board and reviewed. Upon a motion duly made by Board member Essita Duncan and properly seconded by Board member Randolph Horton, the Board unanimously voted to close complaint due to no violations found.

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Agenda Item: Review of Calendar

The ICFSEB Conference is scheduled for February 24th-26th of 2016.

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Agenda Item: Old Business

1. Chairwoman Lynn Armstrong Patterson addressed a letter about Pronouncement of Death Certificates written on February 4, 2014. No action taken by the Board.
2. Board Administrator Andrew Jackson gave an update on cemeteries and crematories. Cemeteries and crematories currently do not have any regulating board. Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member E'Lois Waller, the board unanimously voted to continue research on how to gain regulatory authority of cemeteries and crematories in the District of Columbia.

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Agenda Item: New Business

No new business to address at this meeting.

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Agenda Item: Next Meeting

The next meeting is scheduled for Thursday, February 4, 2016 at 1:00 pm at 1100 4th Street, SW, Room E300.

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Agenda Item: Adjournment

Upon a motion duly made by Board member Essita Duncan and properly seconded by Board member Randolph Horton the Board unanimously voted to adjourn the meeting at 11:49 am.

Respectfully submitted,

Lynn Armstrong Patterson, Chair

Date

Recorder: Andrew Jackson, Board Administrator
Attachments